

Sample Public Release/Free and Reduced Meal Policy Statement

(Institution's letterhead)

Today (*Institution's name goes here*) announced its sponsorship of the USDA Child and Adult Care Food Program. Meals will be made available to enrolled children at no separate charge "in accordance with Federal law and the U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Persons who believe they have been denied equal opportunity for participation may write to the USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call Toll-free: (800) 795-3272 or (202) 720-6382 (TTY)." Household income determines the amount of money USDA will reimburse us to provide meals to enrolled children and in the case of Head Start programs, the siblings of enrolled children. The income eligibility guidelines listed below are used to determine our reimbursement from USDA. Children from households whose monthly income is at or below these levels are eligible to be counted for free and reduced-price meal reimbursements.

**Child and Adult Care Food Program
Income Eligibility Guidelines
Effective from July 1, 2007 to June 30, 2008**

HOUSEHOLD SIZE	FREE	REDUCED
1	1,107	1,575
2	1,484	2,111
3	1,861	2,648
4	2,238	3,184
5	2,615	3,721
6	2,992	4,257
7	3,369	4,794
8	3,746	5,330
For each additional family member	377	537

Meals will be provided at: (*List names and addresses of all sites.*)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Media submitted to:

Date of submission:
